STATUS OF OBJECTIVES

The Office of Security has six FY 1976 objectives, two at the DCI level and four at the DDA level.

Of the two DCI level objectives, one has encountered an additional slippage of two months (April to June) to complete the final milestone. The second is current.

Of the four DDA level objectives, one is current. One has experienced a delay in two milestones but this will not impact upon the program completion date. Two have had their action plans revised. In one case, a deletion of funds resulted in a revision of the entire action plan. In the second case, a clear definition has now been established for the objective and a revised action plan with a 30 November completion date has been devised.

OS   62316

Next 1 Page(s) In Document Exempt

OFFICE OF SECURITY ACTION PLAN

OBJECTIVE NUMBER: OS-A-03-76 **LEVEL:** DDA

	STATUS	+	=	/

OBJECTIVE STATEMENT:

Implement completely by 30 June 1976 an Agency automated inventory system for the control of collateral Top Secret material.

ESTIMATE OF RESOURCES

$ 55,000 (1)

2   MY

ACTION OFFICER: DD/P&M

STAT

STATUS	+	=	/
JUL-AUG	▨		
SEP-OCT	▨		
NOV-DEC			▨
JAN-FEB		▨	
MAR-APR			▨
MAY-JUN			

MILESTONES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1. Integrate proposed revision of ___ with redraft of Headquarters Regulation chapter.	STAT STAT	▨										
2. Develop schedule by component for completing input to data base of Top Secret document control information. (2)						□-----	-----→	(3) ▨				
2a. DDO completed and operational.								▨				
2b. Complete input of DDI data.										□----	-------	□(5)
2c. Complete input of DDS&T data.										□----	---	□(5)
2d. Complete input of DDA data.												□
2e. Complete input of DCI data.												□
3. Issue revised Area Top Secret Control Handbook.						□---	-----	-----	----→	(4)□--	--------	□(6)
4. Complete input to data base and implement system.												□

OBJECTIVE NUMBER: OS-A 03-76

(1) 3 September 1975: Funds represent OS personnel costs only and do not include personnel costs of other components and computer support costs.

(2) 3 September 1975: More detailed input completion reference points will be defined as milestones upon completion of this schedule.

(3) 23 January 1976: Due to the variety of existing control systems maintained by the 61 Top Secret Control Officers, it has not been practical to develop a fixed schedule. This will not impact Milestone 4.

(4) 23 January 1976: The Handbook is being developed; however, final preparation has been delayed in order to benefit from more experience with the operation of the new system. This will not impact Milestone 4.

(5) 24 May 1976: Input of data continues. Our original estimate of 90,000 units has had to be revised. To date 116,175 data pieces have been inserted into data base with another 6,692 identified for input. 2b and 2c will be completed by June and will not delay the implementation schedule of milestone #4.

(6) 24 May 1976: A "draft" handbook has been completed and is now being forwarded for coordination by the (60) Agency TSCCs. A 15 June date has been established for publication and promulgation of finished product. Slippage resulted because of two factors: a) [ ] the basic policy for the procedures in the handbook, has required a great deal of time in making Agency-wide coordination. It is now undergoing final review. b) the original handbook was oriented to a manual system and therefore, this rewrite required more time than was originally estimated for the technical and detailed descriptions. The rewrite will be published in time so as not to delay the system implementation date.   STAT

OFFICE OF SECURITY ACTION PLAN	OBJECTIVE NUMBER: OS-D 02-76	LEVEL: DCI	STATUS	+	≑	∠

OBJECTIVE STATEMENT:

Install and have operational in the Headquarters Building
by 30 September 1976 the Security Access Control System.

ESTIMATE OF RESOURCES		
$ 350,000 (FY 74)	JUL-AUG	■
700,000 (FY 75)	SEP-OCT	■
176,000 (FY 76)	NOV-DEC	■
FY 76 2/3 MY	JAN-FEB	■
TQ 2/3 MY	MAR-APR	■
ACTION OFFICER: DD/PTOS	MAY-JUN	

STAT

MILESTONES	COMPLETION DATES											
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1. SACS system software changes completed, installed and accepted.			■									
2. Badge production system operational.				■								
3. Rebadging program completed.			76 →□	(2)		□---	----	(1) →□--	----	----	----	---→
4. Entrance power and signal wiring installa-tions completed.							□----	----	(3) →□---	(5) →■		
5. Procedures published and Headquarters Security Branch training completed.								□----	(4) →□---	----	----	(6) →□
6. First entrance operational.			----	76 (2) →□								□--→
7. All Headquarters entrances operational.			76 □----	----	76 (2) →□							

OBJECTIVE NUMBER: OS-D 02-76

(1)   18 November 1975: Milestone 3 relates only to the staff rebadging
program. While the rephotographing of Agency employees will be
completed in December on schedule, the milestone has been slipped
to February 1976 from an administrative standpoint, since actual
issuance of the new staff badges will not take place until February.

(2)   3 February 1976: New badges must be encoded before they can be
issued. Encoding must wait for completion of OJCS software, now
scheduled for August 1976. This will result in slippage of
Milestone 6 to October 1976, and milestone 7 to November 1976.

(3)   3 February 1976: Milestone 4 will be slipped to March 1976 to
permit Headquarters Engineering Branch, OL, to work on higher
priorities. This will not impact Milestones 6 and 7.

(4)   3 February 1976: Milestone 5 will be slipped to March because
the person assigned the task has been sent on overseas TDY on the
counterterrorism program. This will not impact Milestones 6 and 7.

(5)   24 March 1976: Final tie-down of signal wiring in the Badge Office
has been delayed until April so that Value Engineering will do the
installation in lieu of GSA. When this tie-down is effected, the
Milestone will be considered to be completed although cosmetic
carpentry may continue at some entrances and the penetration of the
Main Entrance marble flooring will be deferred till actual instal-
lation time.

(6)   24 March 1976: Milestone 5 has been slipped to June to permit
employee notification and Headquarters Security Branch training
to coincide more closely with system startup.

OFFICE OF SECURITY ACTION PLAN	OBJECTIVE NUMBER: OS-D 01-76	LEVEL: DCI		· STATUS	+	=	/

OBJECTIVE STATEMENT:

By 31 December 1975, complete a study and propose a plan to reduce by at least 10% the total volume of Office hard-copy records as measured in the FY 1975 records management inventory. Such reduction would be carried out by identifying types of material that must be permanently collected and by identifying for destruction duplicate and other unnecessary file material so that its legal destruction could be accomplished as soon as authorization was granted following the conclusion of current investigations of Agency activities.

ESTIMATE OF RESOURCES

$ 27,000

1 MY

ACTION OFFICER: DD/P&M

STAT

STATUS	+	=	/
JUL-AUG		�	
SEP-OCT			▣
NOV-DEC			▣
JAN-FEB			▣
MAR-APR			▣
MAY-JUN			

MILESTONES	COMPLETION DATES											
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1. Identify types and volume of records held by Office of Security components.			▣									
2. Categorize each record type as (a) must be kept by law, directive or regulation; (b) must be destroyed; (c) should be kept; and, (d) should be destroyed.				□--->□	(1) ----------->▣			(2)				
3. Identify problems, priorities and options for carrying out destruction and estimate resources required.					□----	------------	-----	--->▣ (2)				
4. Outline schedule and submit proposed plan.						□-----	--------	--->□ (2)	--> □ (3) ---		-------	--□(4)

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OBJECTIVE NUMBER: OS-D 01-76

(1)   18 November 1975:   The various types of records held by Office
       of Security components were identified on schedule in September
       according to milestone 1 along with the volume measurement of each
       type.   Categorization according to milestone 2 has been completed
       for the records held by all components except the Security Records
       Division.   This division, which maintains the vast majority of
       OS files, has a significant problem in trying to categorize, in
       accordance with milestone 2, the security dossier holdings.   We
       have slipped the completion date of this milestone until November
       to permit further review of this problem, recognizing that the
       categorization process in regard to security dossiers may require
       a totally different approach.

(2)   23 January 1976:   We have slipped completion of Milestone 2 to February
       to permit the continued identification of selected categories of SRD
       security dossiers to be purged and to study a proposal for restructuring
       and reducing the Interrogation Branch file system.   Slippage of this
       milestone will entail slippage of Milestones 3 and 4 to March 1976.

(3)   24 March 1976:   Further time is needed to study the proposal for
       restructuring and reducing the scope of the Polygraph Branch file
       system.   This will require slippage of Milestone 4 to April 1976.   In
       addition, since a portion of our plan relates to the destruction of
       files on dissidents in   accordance with Rockefeller's Commission
       Recommendation 17, OGC assistance has been requested in interpreting
       the meaning of the term "dissidents."

(4)   24 May 1976:   Additional time is needed to complete final draft and
       coordinate our proposed plan.   This will require slippage of milestone
       4 to June 1976.

STAT

Next 5 Page(s) In Document Exempt

OFFICE OF SECURITY ACTION PLAN

OBJECTIVE NUMBER: OS-A 07-76 LEVEL: DDA

STATUS	+	=	/
JUL-AUG			
SEP-OCT			
NOV-DEC			
JAN-FEB			
MAR-APR		▉	
MAY-JUN			

OBJECTIVE STATEMENT:

(1)

Devise by 30 November 1976 systems and procedures to develop and establish a series of positive indicators against which the significant program missions (functions) can be judged.

ESTIMATE OF RESOURCES

$ __28,000__

_____1____MY

ACTION OFFICER: DD/P&M

STAT

MILESTONES	COMPLETION DATES											
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1. Restructure Program Submissions Packages to make them Product Oriented.										76 ▯		
2. Identify possible mission performance indicators for each package.		TQ ▯										
3. Define what data collection requirements will have to be met to effectively use the performance indicators.			TQ ▯									
4. Identify the meaningful indicators that will be used by evaluating milestone #2 in reference to #3.				77 ▯								
5. Submit report to DDA					77 ▯							

(1) 24 May 1976: As a result of discussions at the 2-4 April Office Head
     Conference and the 4 May DDA Planning Team Symposium (at which the ADD/A
     permitted the DDA components to extend the time limit for this objective)
     the Office of Security has developed a new planning sequence with a
     30 November completion date.

OFFICE OF SECURITY ACTION PLAN | OBJECTIVE NUMBER: OS-A 07-76 | LEVEL: DDA

OBJECTIVE STATEMENT:

Revise by 30 June 1976 systems and procedures to develop and establish a series of positive indicators against which the significant program missions (functions) can be judged.

ESTIMATE OF RESOURCES

$ 28,000

1 MY

ACTION OFFICER: DD/P&M

STAT

STATUS	+	=	/
JUL-AUG		X	
SEP-OCT			X
NOV-DEC			X
JAN-FEB			X
MAR-APR			
MAY-JUN			

MILESTONES	COMPLETION DATES											
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Identify possible indicators of mission performance.				□----→X (1)								
Evaluate indicators and select most meaningful and practical.						□---→□---------→□ (1) (2)			(3)			
Develop system and procedures to collect data associated with each selected indicator.						□---→□---→□ (1) (2)						
Complete data collection and evaluation trial.									□			
Modify system and procedures based on trial results.										□		
Submit system and procedural description report to DD/A.												□

ACTION PLAN REVISED 24 MAY 1976

OBJECTIVE NUMBER: OS-A 07-76

(1) 18 November 1975: While possible indicators of mission performance
     have been identified, one segment of the Office required additional
     time to complete this milestone, thus slipping it until November 1975.
     With this slippage in milestone 1, we now expect similar one-month
     slippages in milestones 2 and 3.

(2) 23 January 1976: List of possible indicators was completed in December
     1975. Selection of most meaningful indicators has been delayed until
     February 1976. This will require additional slippage of Milestone 3.

(3) 24 March 1976: Progress on this objective continues to encounter serious
     difficulty due to lack of a clear understanding of its purpose. At the
     10 February 1976 Management Conference the DDA suggested that (a) the
     Office examine the Resource Package structure as a basis for developing
     performance indicators; and (b) the Director of Security ask three
     knowledgeable members of his staff to dedicate some collective time to
     the identification of possible mission performance indicators. During
     February and March these two suggestions have been pursued with some
     albeit limited success. With reference to the first suggestion the Office
     of Security's Resource Package structure is being changed in the current
     program submission to make it product oriented, thus providing a basis
     for evaluation along mission lines. With reference to the second
     suggestion three senior staff officers held a conference [   ] on 11-12 STAT
     March with the attendance of the Assistant of Resources DDA, to rethink
     the problem of mission performance indicator identification. This
     conference did indeed develop new ideas with reference to possible
     performance indicators, but also tended to confirm that understanding
     of the objective itself is still a serious impediment to its accomplishment.
     While restructuring the Resource Packages in the current program submission
     is continuing, further efforts to identify performance indicators are
     being held in abeyance until the objective is discussed at the Office
     Head's Conference scheduled for 2-4 April.

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OFFICE OF SECURITY

AAP - CY 76 STATUS REPORT

AS OF 30 APRIL 1976

CY 76 GOALS   STATUS - COB 30 APRIL 1976

Recruit

5 black professionals   1 on-board; 3 in-process
1 Hispanic professional   2 in-process
3 women professionals   4 in-process

Training

2 blacks in EEO core courses   1

4 blacks to external training   1
20 women to external training   20
1 Hispanic to external training   -

20 blacks OTR training   4
42 women OTR training   37
4 Hispanics OTR training   0
1 Asian-American OTR training   0

30 blacks OS courses   1
36 women OS courses   0
6 Hispanics OS courses   1
2 Asian-Americans OS courses   1

Promotions: GS-08 and above*

10 blacks   1
9 women   1
1 Hispanic   -
3 Asian-Americans**   1

*Although not effective by COB 30 April, promotions effective on 9 May 1976
raise these totals to 6 women, 2 Hispanics, 2 Asian-Americans, and 6 blacks
promoted to GS-08 and above.

**One female Asian-American professional resigned effective 2 January 1976

STATUS REPORT AS OF COB 30 APRIL 1976

TRAINING - PDP CANDIDATES

Rotational Assignment

	External	Internal	Intra-Service	Inter-Service	TOTALS
FY 76 Goals	9	39	3	2	53
FY 76 Actual Number Assigned or Trained	4	29	1	3	37

TRAINING

	APP GOAL (attendees)	TO DATE (attendees) (as of 4/30/76)

Management & Executive Development Courses:

    Supervision and Management
    Managerial Grid
    Management Seminar
    Mid-Career Course
    Advanced Intelligence Seminar
    Senior Seminar

Other Internal Courses (list attached):

    Up to 3 weeks full-time
    3-6 weeks full-time
    over 6 weeks full-time

Office of Security Courses:

    Up to 3 weeks full-time
    3-6 weeks full-time
    over 6 weeks full-time

External Training:

    1-3 weeks full-time
    3-6 weeks full-time
    over 6 weeks full-time

STAT

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Security Management Conference - 7 June 1976

FROM: STAT			EXTENSION	NO.
Acting Director of Security 4E-60, Headquarters FX-1				DATE STAT

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Assistant for Resources/DDA Attn: C/DDA Plans Staff 7D-02, Hqs. BX-4				Attached are our status reports on our DCI and DDA level objectives in preparation for the 7 June Management Conference.
2.				Also attached are the Office of Security's APP and AAP Status Reports, 30 April 76
3.				
4.				
5.				
6.				
7.				
8.				DISTRIBUTION: 4 - Adse 1 - D/Sec 1 - DD/Sec 1 - C/PPG 1 - DD/PTOS 1 - DD/PSI 1 - DD/P&M 1 - OS Registry Orig retained in PPG as working copy.
9.				
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